

EMERGENCY TELEPHONE SERVICE COMMITTEE
Dispatcher Training Subcommittee
Michigan State Police Training Academy
Thursday February 15, 2007
10:00 a.m.

MINUTES

CALL TO ORDER

In the absence of Chair Mike Moorman, Harriet Miller-Brown called the meeting to order at 10:10 a.m.

ROLL CALL

MEMBERS:

David Ackley
John Bawol
Karen Chadwick
William Charon
James Fyvie
Andrew Goldberger
Dale Gribler
Vic Martin
Charlie Nystrom
Christina Russell
Stephen Todd
Joseph VanOosterhout

Patrick Hutting
Jeff Guilfoyle
Harriet Miller-Brown
Janet Hengesbach

REPRESENTING:

Genesee County Central Dispatch
Roscommon County Central Dispatch
Ingham County Central Dispatch
Ionia County Central Dispatch
Clinton County Central Dispatch
St. Joseph County Central Dispatch
VanBuren County Central Dispatch
Lapeer County Central Dispatch
Barry County Central Dispatch
Oakland County Sheriff's Office
City of Flint 911
Marquette County Central Dispatch

MCOLES (non-voting)
Department of Treasury (non-voting)
Michigan State Police (non-voting)
Michigan State Police (non-voting)

ABSENT:

Mike Moorman (with notice)
Bruce Pollock (with notice)
Dale Rothenberger (with notice)
Christine Schultz

Michigan State Police Troopers Association
Livingston County Central Dispatch
MCOLES (non-voting)
Isabella County Central Dispatch

APPROVAL OF MINUTES FROM SEPTEMBER 6, 2006

Goldberger requested clarification of two items to be added to the minutes: actual wages including overtime of eligible Primary PSAP personnel to attend approved training courses is effective beginning January 1, 2007 and PSAPs who have unspent dispatcher training monies from 2001 and 2002 shall be returned to the state of Michigan for redeposit into the dispatcher training fund. With those changes, **Goldberger** made a **MOTION** to approve the minutes of September 6, 2006, **Russell** supported. The **MOTION** passed by voice vote.

Nystrom requested that Conferences be placed on the agenda. **Chadwick** also requested discussion of NENA Training Funds being used for TERT training.

OLD BUSINESS

- CPDP Update

VanOosterhout provided an update on the process he and his workgroup have developed for training for PSAP Directors, Managers, Coordinators and Supervisors. It was recommended that Michigan Communications Directors Association (MCDA) review the information and schedule the training for the NENA Spring Conference.

- Training Standards Workgroup Update

Russell provided an update on the document the work group has developed. They will discuss final edits during a conference call on Wednesday February 28 then present the document to this group at the next DT meeting on March 6.

NEW BUSINESS

- Allowable/Disallowable wireless training

The document will be updated to reflect approval of overtime wages for eligible Primary PSAPs to attend approved training courses and approved travel expenses to attend training in Wisconsin. There was discussion regarding the process of approving courses out of state. **Bawol** made a **MOTION** to recommend approval of this document to the ETSC, **Goldberger** supported. The **MOTION** passes by voice vote.

- Conferences

There is concern about the required 6 hours of training within a 24-hour period and if the instructors are certified to teach the courses. Members discussed the form TC-34D. Perhaps each course presented at a conference should be submitted with a TC-34D rather than one TC-34D for the entire conference. This would allow for more information about the course given and in depth information about the instructor. It was decided the current procedure will stay as is.

- TERT Training

Discussion regarding funds by APCO, NENA and other organizations that have been placed into a training initiative fund for TERT training. There is a limited amount of money in this fund and the training is expensive, there was a question regarding the dispatcher training funds being distributed to PSAPs for strictly TERT training. The statute says the funds shall be used for 911 training. PSAPs directors are able to apply through their county's EMD to fund this training. PSAP directors may want to look at the model of the 302 fund and how they handle this training.

- Review and Approval of 2007 Dispatcher Training applications

Miller-Brown reviewed the packets received by her office. The subcommittee will review the packets for spend down, accurate course numbers and determination of FTE's. There was discussion regarding packets submitted with stamped signatures. The members do not have issue with stamped signatures.

RECESS

The meeting was recessed at 11:30 p.m. for lunch and reconvened at 12:30 p.m.

33 PSAPs did not meet the spend down requirements for 2007 Dispatcher Training monies:

Ann Arbor PD	Belding	Benzie	Berrien
Beverly Hills	Crawford	Dearborn Heights	Delta
Dickinson	Farmington Hills PD	Farmington PS	Garden City
Gibraltar	Grosse Ile	Harper Woods	Iron
Jackson	Kent County SD	Lake Orion	Manistee
Niles	Oak Park DPS	Pittsfield	Redford Twp
Rockwood	Royal Oak	St Joseph PD	Saginaw
Saline	Van Buren Twp	Walker	Walled Lake

Goldberger made a **MOTION** to reject the 33 that did not spend down, **Todd** support. **MOTION** carries by voice vote.

The following packets received were approved/rejected for reasons other than spend down by the subcommittee and will be sent a separate letter advising of the appeals process.

CCE	rec'd past deadline, no spend down
Grosse Pointe Woods	no previous year's 510's were submitted
Huron Twp	rec'd past deadline, no spend down
Kalamazoo Twp.	rec'd past deadline
Oxford	rec'd past deadline, no course numbers noted
Romeo	rec'd past deadline
Woodhaven	rec'd past deadline, 510 not included, no spend down

Todd made a **MOTION** to reject the above packets, **Gribler** supported. The **MOTION** carries.

The subcommittee also reviewed the following:

Taylor P/D – Personnel were noted as cadet/call taker. The PSAP is located with a jail and when it is slow, the personnel also oversee the jail. The subcommittee cannot make a determination based on this information. **Todd** made a **MOTION** to reject the application **Fyvie** support. The **MOTION** carried by voice vote. 2 no.

Warren P/D - no course hours or number of trainees on 510 form. Technically the form is not complete as required. **Russell** makes a **MOTION** to send a letter to Warren PD requesting

they redo and resubmit a 510 form. If they choose not to redo the 510 form, they may appeal the decision of the DTS, **Todd** support. The **MOTION** carries by voice vote.

** Note – Warren P/D resubmitted a corrected 510 to the State 9-1-1 office on February 21.*

Calhoun County – They applied for and received monies in 2002 only. At this time the 2002 monies remain unused. They are willing to refund the remaining 2002 monies in exchange for 2007 eligibility. Calhoun County refunded the 2002 unused dispatcher training monies to the State 9-1-1 office in late January 2007. Because there were some errors on the ETSC-510 they submitted, the monies were returned to Calhoun County. **Todd** made a **MOTION** to notify Calhoun that if they return their 2002 monies, they will then be eligible for 2007 training monies, **Goldberger** support, following discussion, the **MOTION** carries by voice vote.

**Note – letter was mailed to Calhoun County on February 23, 2007 advising them of the above action.*

Milford P/D – The 510 that was submitted is handwritten, course numbers are incorrect, and no hours noted, **Bawol** made a **MOTION** to reject, **Goldberger** support, **MOTION** carries by voice vote.

Seven packets were amended for the following reasons:

Bay County Central Dispatch	23-22	Inaccurate Calculations
Grand Traverse Central Dispatch	17-15	Inaccurate Calculations
Lake County Central Dispatch	9- 8	No hours listed with Director
Leelanau County	10-8	Part Time dispatchers listed as F/T
Lenawee County Sheriff Office	17-16	Inaccurate Calculations
MSP-Rockford	10-9	CAD Administrator ineligible
Missaukee	8-7	Sergeant listed as dispatcher

The appeals meeting will be held on Tuesday March 6, 2007 at Clinton County Central Dispatch in the conference room at 9:00 a.m.

Russell had a question regarding training funds used to instruct dispatchers in the use of new equipment, EX: CAD, Radio, and Phone. The consensus of the subcommittee was that monies could not be used. She also questioned funding Excel and Access training class and members of the subcommittee felt those types of computer classes were legitimate use of the training fund.

ADJOURN

Goldberger made a **MOTION** to adjourn, **Gribler** supported. The **MOTION** carries.

The meeting was adjourned at 2:40 p.m.